| Department of Public Health and Human Services | Section: NONFINANCIAL REQUIREMENTS |
| TANF CASH ASSISTANCE | Subject: Furnishing A Social Security Number |

Supersedes: TANF 303-1 (07/01/03)

References: 45 CFR 205.52, and 264.10; ARM 37.78.102

► GENERAL RULE–Each applicant or participant is required, as a condition of eligibility to:

1. Furnish a social security number (SSN); or

   NOTE: Furnish means to simply provide the SSN either verbally or in writing. A hard copy of the SSN is not required nor does a hard copy have to be kept in the case file.

► 2. Apply for a number through the Social Security Administration (SSA) if one has not been issued or is not known.

   NOTE: A receipt or copy of Form SSA-2853 OP3, "Application for a Social Security Number" will be sufficient documentation that application has been made.

This requirement applies to the specified caretaker relative, the children, and any other required filing unit member, unless good cause for furnishing or applying for an SSN exists (see below).

►**VERIFICATION**   Once the SSN's are entered on the SSDO screen on TEAMS, they are agency verified (code 'AG') via a TEAMS interface with the Social Security Administration (SSA).

► All SSN's must be agency verified no later than the next redetermination date after the date of application. Once the 'AG' verification code is entered, the SSN does not have to be verified again.

► If SSA reports that the SSN cannot be verified or there is no match for the number, or the 'AG' code does not interface, contact the participant and request they investigate the problem with SSA and request to view their social security card. **Because providing an SSN is an eligibility requirement, unless good cause for not providing an SSN exists (see below), the participant would be coded 'DQ/IS' and TANF benefits would be closed (TANF 703-1).**

►**NEWBORN'S SSN**

Application for a newborn's SSN must be made by the first day of the second month following the child's birth or release from the hospital. Verification of application (Form SSA-2853 OP3 or a receipt from SSA) must be provided.

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If application has been made, enter the application date in the SS-5 DATE field on SSDO. If application has not been made, enter the newborn's date of birth in the SS-5 DATE field on the SSDO screen on TEAMS in order to allow eligibility to be determined.

NOTE: An alert must be set to verify application has been made for an SSN prior to the first day of the second month following the child's birth or release from the hospital. Failure to make application will result in case closure as providing an SSN or making application for an SSN, unless good cause exists (see below), is a non-financial eligibility requirement (TANF 300).

Because the newborn is new to TEAMS, the SSA interface does not assign the SSN nor will the 'AG' code be displayed until the actual SSN is entered. TEAMS will assign a temporary number and an ALERT will be set by TEAMS to remind the Eligibility Case Manager to request the SSN from the child's caretaker relative. The specified caretaker relative must furnish the actual SSN as soon as it is available. Once the SSN is entered, it will be verified through the SSA daily interface and the 'AG' code will appear.

►**FAILURE TO COMPLY WITH SSN REQUIREMENTS**

If a required filing unit member fails or refuses to furnish the assigned SSN, without good cause (see below), the entire filing unit is ineligible. The individual should be coded 'DQ/IS' on AF SEPA and the application denied and/or the TANF case closed. (TANF 703-1)

►**GOOD CAUSE**

An applicant or participant may have good cause for not providing a social security number. Good cause exists when the individual has a documented religious or political reason for not obtaining a social security number. Case notes must be documented.

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PROCEDURE   **ACTION**

►Eligibility Case Manager:

1.   Inform the applicant/participant that disclosure of the SSN is an eligibility requirement and that the SSN will be used in the administration of the program.

►   2.   Refer an individual who does not have an SSN, needs a duplicate card or needs to update current information (i.e., name change) to the local SSA Office.

►Applicant/   3.   Furnish the assigned SSN for all required filing unit members.
Participant:

                   4.   If an SSN has not been assigned, make application and provide a receipt from the Social Security Office as verification that an application has been completed and filed. Furnish a copy of the assigned SSN immediately upon receipt.

Eligibility   5.   Once the assigned SSN is known, enter the number on the SSDO
Case Manager: screen using 'CS' (client statement) verification code. TEAMS will interface daily with SSA and the 'CS' code will automatically change to 'AG' if the SSN is correct.

DB/NC/KQ   ΦΦΦ